

Students receiving financial aid are required to maintain Satisfactory Academic Progress (SAP) according to federal regulations. Academic progress at Lakeland is measured in four ways at the end of each semester:

1. Maintaining the required 2.00 cumulative grade point average (GPA).
2. Successful completion of at least 67% of the total credit hours attempted.
3. Completion of the degree or certificate within 150% of the credit hours required for the Program - (maximum timeframe)
4. Students who have GPA hours and have a 0.00 GPA for the semester will be ineligible for future financial assistance.

If your eligibility for federal and/or state financial aid has been terminated because you are not meeting one of the requirements of the Standards of Academic Progress Policy, you have the right to appeal that termination. The Appeal Committee will consider appeals based on extenuating circumstances that prevented you from successfully meeting these standards. **The decision of the Appeal Committee is final.**

To appeal your ineligibility for federal and/or state financial aid due to maximum time frame you must:

- ◆ Complete the Standards of Academic Progress Maximum Timeframe Appeal form.
- ◆ Provide written explanation of the extenuating circumstances that prevented you from successfully completing your program within the time frame permitted.
- ◆ Provide supporting documentation—all documents must be official and from third party professionals (not originating from the student, family or friends). Examples of third party professionals include employers, doctors, judges, government officials, and clergy. Letters of documentation need to be on agency letterhead and/or notarized. If your extenuating circumstance includes a situation that involves another person, you must provide documentation of their relationship to you. Obituaries will not be accepted. The Appeal Committee will only review the materials that you provide; therefore, it is your responsibility to thoroughly document your appeal. Be sure to provide documentation for all extenuating circumstances.
 - If you are appealing for aid to complete a degree or certificate at Lakeland Community College (LCC), meet with a LCC academic counselor to develop an academic plan. You must obtain the Academic Plan Form from the Financial Aid Office located in the Student Service Center before meeting with a counselor.
 - If you are appealing for aid for bridge courses for your degree at Cleveland State University (CSU), obtain the CSU Bridge Course Form from Lakeland's Financial Aid Office located in the Student Service Center and follow the steps on the form.
 - If you are appealing for aid for bridge courses for your degree at Franklin University, meet with an advisor there to complete the Franklin University Bridge Course Form. You must obtain the Bridge Course Form from Lakeland's Financial Aid Office located in the Student Service Center before meeting with an advisor at Franklin.
- ◆ Submit your appeal by the deadline listed on the appeal form. (See other side)

Incomplete Appeals or Missed Deadlines

Incomplete appeals or appeals submitted after the deadline will not be reviewed. To be considered for financial aid for future semesters a new appeal must be submitted.

Notification

You will receive notification via your Lakeland email regarding the decision of your appeal. It may take 15 business days or more after an appeal is submitted to the Financial Aid Office before a decision is made.

Important Information Concerning your Tuition Charges

If a decision has not been made on your appeal by the time your tuition is due, you must make payment arrangements with the Cashier's Office or you may be deleted from your registered classes for non-payment. Keep in mind, if your appeal is denied, you are responsible for any charges on your account.

Repeated Coursework

A student may retake one time only a previously passed course and receive financial aid for it, provided it is part of the student's Academic Plan or Bridge Course Form.



STANDARDS OF ACADEMIC PROGRESS
MAXIMUM TIMEFRAME APPEAL FORM
Summer 2016

Lakeland ID Number

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Name _____ Phone _____

Since you have attempted the maximum number of credits permitted, you must explain and document the reason(s) you need more time to earn your degree/certificate.

Deadline to submit appeal for Summer 2016: 1st Summer Session May 23
Full Summer Session June 13
2nd Summer Session June 29

Current Major: _____ **Expected Graduation Date:** _____

Initial (do not check) each line indicating you have read and understand each statement.

- _____ I understand my appeal for Summer 2016 must be submitted to the Financial Aid Office by the deadlines listed above to be considered.
- _____ I know/understand the reason(s) why I need to submit this appeal.
- _____ I understand if I don't attach a written statement, supporting documentation, **and** my academic plan from my counselor and/or Bridge Course Form for Franklin University my appeal will not be reviewed. If I am appealing for bridge courses for Cleveland State University, I have attached the CSU Bridge Course Form or it has been submitted to CSU for processing.
- _____ I understand my written statement must include what has changed in my situation, if applicable, that is going to allow me to earn my degree/certificate.
- _____ I understand if a decision has not been made on my appeal by the time my tuition is due, I must make payment arrangements with the Cashier's Office or I may be deleted from my registered classes for non-payment.
- _____ I understand if my appeal is denied and I have signed up for the Tuition Loan Plan, I am responsible for any charges on my account.
- _____ I understand the decision of the Appeal Committee is final.
- _____ I understand it may take 15 business days or more for a decision to be made on my appeal.
- _____ I understand I will receive a response via my Lakeland email once a determination has been made.
- _____ I understand if my appeal is approved, I must successfully complete 100% of the classes listed on my academic plan each semester of enrollment and my financial aid will be restricted to include only those classes. *Note: You must be enrolled in at least 6 credit hours from your Academic Plan to be eligible for Direct Loans.*

By signing this worksheet I certify that all the information reported to qualify for federal and state student aid is complete and correct. I also certify that I have read and understand the Standards of Academic Progress Policy and Appeal procedures.

Student's Signature _____ Date _____

===== **OFFICE USE ONLY** =====

Approved Academic Plan (MAXPLN) for _____ Degree
_____ Certificate

- Denied
- No documentation
 - No written statement
 - No extenuating circumstances
 - No academic plan attached
- Student enrolled in current term? Yes No
- No other appeals on file
 - Previous appeals & type: _____

Comments _____

Initial and Date _____ Established 3-7-2016